State Library of North Carolina – Library Services and Technology Act

LETTER OF INTENT APPLICATION
for 2017-2018 Project Grants, <mark>revised 02/02/17</mark>

Library Services and Technology Act (LSTA) funds are awarded to the State Library of North Carolina by the federal Institute of Museum and Library Services (IMLS). North Carolina's LSTA program information is available at <http://statelibrary.ncdcr.gov/ld/grants/lsta.html>.

Libraries interested in applying for an LSTA Project Grant are invited to submit a Letter of Intent Application. The Letter of Intent (LOI) is a preliminary step that allows the applicant to receive guidance from the State Library and LSTA Advisory Committee before submitting a full application. This process helps ensure that the project concept meets the guidelines and provides feedback to applicants that will help strengthen the application. <mark>In the new system the Letter of Intent and Project Grant application are two parts of the same application.</mark> Only libraries with an approved Letter of Intent may apply for a Project Grant.

<mark>**Multi-year Project Grants**</mark>
The Letter of Intent must identify the intention to apply as a multi-year grant with a project timeline and an estimated budget for each year of the project. The Letter of Intent must also address plans for sustainability of the service or program after the funding period has ended. In an effort to move the project toward sustainability, the local or matching contribution for all Multi-year Project Grants will increase in the second year to 33% (a ratio of 1 to 3), and in the third year to 50% (a ratio of 1 to 2). Multi-year Project Grants require quarterly reports and a mid-year monitoring visit before the second or third year's application may be submitted. Funding is awarded for one year at a time; no project will be guaranteed funding for the second or third years. Once a Multi-year Project Grant has been awarded, the Letter of Intent is not required for future years of that project.

IMPORTANT DATES

Early September 2016	Annual Program Plan posted Program Guidelines and Application posted Letter of Intent Instructions and Application posted
November 1, 2016	Letter of Intent Applications due
December 15, 2016	Letter of Intent applicants notified
<mark>Ongoing – February 10, 2017</mark>	Submit GMS Access Form required to create User ID **Complete this step ASAP**
<mark>February 8, 2017</mark>	New Grants Management System (GMS) online application opens Click here to access the Grants Management System.
<mark>February 8, 2017</mark>	GMS <mark>online help guide</mark> available
February 24, 2017	**Applications due** EZ Grants and Project Grants
June 8, 2017	Grant awards announced

DOCUMENT OUTLINE
Section 1, Application Instructions
Section 2, Application Form

Section 1, APPLICATION INSTRUCTIONS

A. Applicants are expected to review and understand the 2017-2018 LSTA PROGRAM GUIDELINES and APPLICATION document; contact the State Library with any questions.
B. Use the Application Form in Section 2 to provide responses to numbers 1 - 10.
- 5 page maximum for single year projects (including the budget table);
- 8 page maximum for multi-year projects (including the budget tables).
C. Provide additional/supplemental information, as needed.
D. Complete and submit the Letter of Intent Online Signature Page.
E. Email the signed Letter of Intent Online Signature Page and the Application Form as one attachment to LSTA@ncdcr.gov by 2:00 PM on the due date.

1. LSTA FIVE YEAR PLAN GOAL
Select ONE goal from North Carolina's LSTA Five-Year Plan that this project supports.
Goal #1, Partnerships and Collaboration.
Goal #2, Continuing Education.
Goal #3, Literacy and Lifelong Learning.
Goal #4, Access, Digitization, and Preservation.

2. LIBRARY USERS AND NEED (a. and b. must be entered separately)
a. Who are the current or future library users this project will benefit?
b. State the need and describe how the need was determined.

3. INTENDED OUTCOME
Select ONE Intended Outcome from the list provided below that best represents the purpose of your project and provide 1-2 sentences that explain why you selected that Intended Outcome for your project.
Civic engagement
Improve users' ability to participate in their community.
Economic & employment development
Improve users' ability to use resources and apply information for employment support.
Improve users' ability to use and apply business resources.
Human services
Improve users' ability to apply information that furthers their personal, family or household finances.
Improve users' ability to apply information that furthers their personal or family health & wellness.
Improve users' ability to apply information that furthers their parenting and family skills.
Information access
Improve users' ability to discover information.
Improve users' ability to obtain and/or use information resources.
Institutional capacity
Improve the library workforce.
Improve library's physical and technology infrastructure.
Improve library operations.
Lifelong learning
Improve users' formal education.
Improve users' general knowledge and skills.

4. PROJECT DESCRIPTION
What do you want to do to solve or address the problem stated in #2? Provide a two-three page narrative of the entire project that is clear, succinct, persuasive, and is written for reviewers who may not be familiar with your library or with the technical aspects of your project.

5. PREPARATION (enter in Additional Questions near end of Application)

Describe the process used to plan the proposed project. Did the library have a planning grant? What organizations were represented in the planning? What key steps were carried out in the planning process, including meetings held by the planning group, etc.?

6. LENGTH OF PROJECT
How many years are proposed for this project? If more than a single year, explain why implementing the project requires more than one year.

7. PROJECT TIMELINE
Complete the Insert a table to show the timeline of project activities with the expected completion dates and who is responsible for ensuring the activity occurs. The timeline should have at least one entry for each month of the funding period and should be prepared in consultation with any partner(s). Include details such as planning meetings, training, testing, significant project targets and milestones, outreach activities to the potential audience(s), and evaluation activities. Be sure to allow for the local institutional approval process and grant program deadlines.

Multi-year Projects
Upload Provide a separate table as an attachment for each year of the project.

8. BUDGET - use the following Budget Categories (A-F) to identify and describe all LSTA and matching expenditures.
A. Salaries/Wages/Benefits
Include all salaries, wages, and benefits paid to staff directly contributing to the project; include position titles (but not names) and number of FTEs (full time equivalent) in description.
B. Consultant Fees
All expenses related to acquiring the services of a consultant for a specific activity within the project are included in this category. Costs may include fees, travel, accommodations, and support services incurred and invoiced by the consultant.
C. Travel, library staff only
Travel costs must be related to the project activities and must be incurred by library staff working on the project. Costs include airfare, ground transportation, accommodations, meals, etc.; include number of travelers and types of travel expenditures.
D. Supplies/Materials
Costs for consumable items necessary to carry out the project, such as print books, e-books, audiobooks, DVDs and/or technology or hardware such as computers, laptops, tablets, printers, e-readers, etc. with a per item cost under $5,000. Group items together by type or program, for example: Instead of listing each of these items on a separate row, group them together like this – Supplies for Learning Center (6 sets of books, seating, easel, sand table, board games, manipulatives, puzzles, rug).
E. Equipment that exceeds $5,000 per item
Only nonexpendable, tangible property with a per item acquisition cost over $5,000 should be listed here. Note that each of these items requires prior written approval from the State Library and will be inventoried annually for the remainder of its useful life.
F. Services
Activities provided by a third-party contractor or vendor; provide the name of the service, the vendor, and the cost for each vendor.
G. Subtotal
Total the Matching Funds and LSTA Funds columns; calculate Matching Funds by the applicable percentage to determine the minimum matching amount required.
H. Indirect Costs
Select ONE of the following:
- Option 1: The library chooses not to include Indirect Costs.
- Option 2: The library chooses a rate not to exceed 10% of modified total Direct Costs AND declares it is eligible for the 10% rate; supporting documentation will be required with the Grant Agreement. Indirect Costs may not be charged against Matching Funds or Cost Share in this program.

- Option 3: The library has a rate of _____ % that has been negotiated with a federal agency; supporting documentation will be required with the Grant Agreement. Indirect Costs may not be charged against Matching Funds or Cost Share in this program.

Budget Table

Use the table below to prepare your budget. List all proposed grant and matching expenditures with a brief description for each item that will help reviewers understand how the money will be spent in support of the project. If applicable, identify and explain any additional expenses that the library will incur and pay with local funds. Add/delete rows as needed.

Multi-year Projects

Upload Provide a separate table as an attachment for each year of the project.

	Budget Category – see descriptions above	Quantity of Items	Cost per Item	Matching Funds	LSTA Funds
A	**Salaries/Wages/Benefits**				
	Use separate row(s) for each staff person	1			
B	**Consultant Fees**				
	Use separate row(s) for each consultant	1			
C	**Travel, library staff only**				
	Use separate row(s) for each staff person	1			
D	**Supplies/Materials**				
	Group items together by type or program				
E	**Equipment that exceeds $5,000 per item**				
	Use separate row(s) for each different type of equipment; list multiples of the same type on one row.				
F	**Services**				
	Use separate row(s) for each service provider	1			
G	**Subtotal**				
H	**Indirect Costs (IDC): applicants must choose one, IDC may only be charged against LSTA Funds.**				
	☐ The library chooses not to include Indirect Costs. ☐ The library chooses a rate not to exceed 10% of modified total Direct Costs AND declares it is eligible for the 10% rate. ☐ The library has a rate of _____ % that has been negotiated with a federal agency.				
I	**Total LSTA Funds Requested (for this year)** Round up to nearest dollar; use this total to enter in Online Signature Page				

9.   MATCHING FUNDS REQUIRED are calculated against the Total LSTA Funds Requested. **Use response from Letter of Intent Application;** select ONE to identify the amount of matching funds required.

10% - this project has a partner that will contribute specific deliverables to the project in a new or expanded way, as described in #5c.
25%
33%
50%

10. ABSTRACT

Clearly and concisely summarize the project in 90-160 words; use this same text in the Letter of Intent Online Signature Page. Abstracts for all grant awards will be available online so write for a public audience and avoid acronyms, abbreviations, individual's names, dollar amounts, etc.

LETTER OF INTENT ONLINE SIGNATURE PAGE (click here to see a sample)

The Project Manager is the primary contact between the applicant library and the State Library for the life of the project. It is expected that when questions arise about expenditures, reimbursements, reporting, and anything else related to the grant, the Project Manager will be the State Library's primary point of contact.

It may take a few days or a few weeks for your organization to obtain the required signature so be sure to plan enough time for your local situation. Complete and submit the Letter of Intent Online Signature Page. Once submitted, the project manager will receive an email with a PDF file of the filled in form. Print the emailed PDF file, obtain the required signature in blue ink, scan the signed Letter of Intent Online Signature Page and the Application Form (in that order) and email as one attachment to LSTA@ncdcr.gov. Include the library name and grant category in the subject line.

QUESTIONS?

Contact your liaison consultant or Raye Oldham, Federal Programs Consultant, at 919-807-7423 or raye.oldham@ncdcr.gov.

Section 2, APPLICATION FORM

Using the format below, start the application by copying/pasting the numbered items below into a new document and typing responses under each number and heading. Insert your institution/library name in the document header; insert the LSTA Goal and page numbers in the document footer. Provide information for #8 in the Budget Table.

1. **LSTA FIVE YEAR PLAN GOAL**

2. **LIBRARY USERS AND NEED**

3. **INTENDED OUTCOME**

4. **PROJECT DESCRIPTION**

5. **PREPARATION**

6. **LENGTH OF PROJECT**

7. **PROJECT TIMELINE**
Insert a table.

8. **BUDGET**
Copy/paste the table from the instructions here, then complete it as directed.

9. **MATCHING FUNDS REQUIRED**

10. **ABSTRACT**